NEC

UNIVERGE SV8100

Analogue Single Line Telephone (SLT)
Quick Reference Guide

For countries in the European Union

The symbol depicted here has been affixed to your product in order to inform you that electrical and electronic products should never be disposed of as municipal waste.

Electrical and electronic products including the cables, plugs and accessories should be disposed of separately in order to allow proper treatment, recovery and recycling. These products should be taken to a designated facility where the best available treatment, recovery and recycling techniques are available. Separate disposal has significant advantages: valuable materials can be re-used and it prevents the dispersion of unwanted substances into the municipal waste stream. This contributes to the protection of human health and the environment.

Please be informed that a fine may be imposed for illegal disposal of electrical and electronic products via the general municipal waste stream.

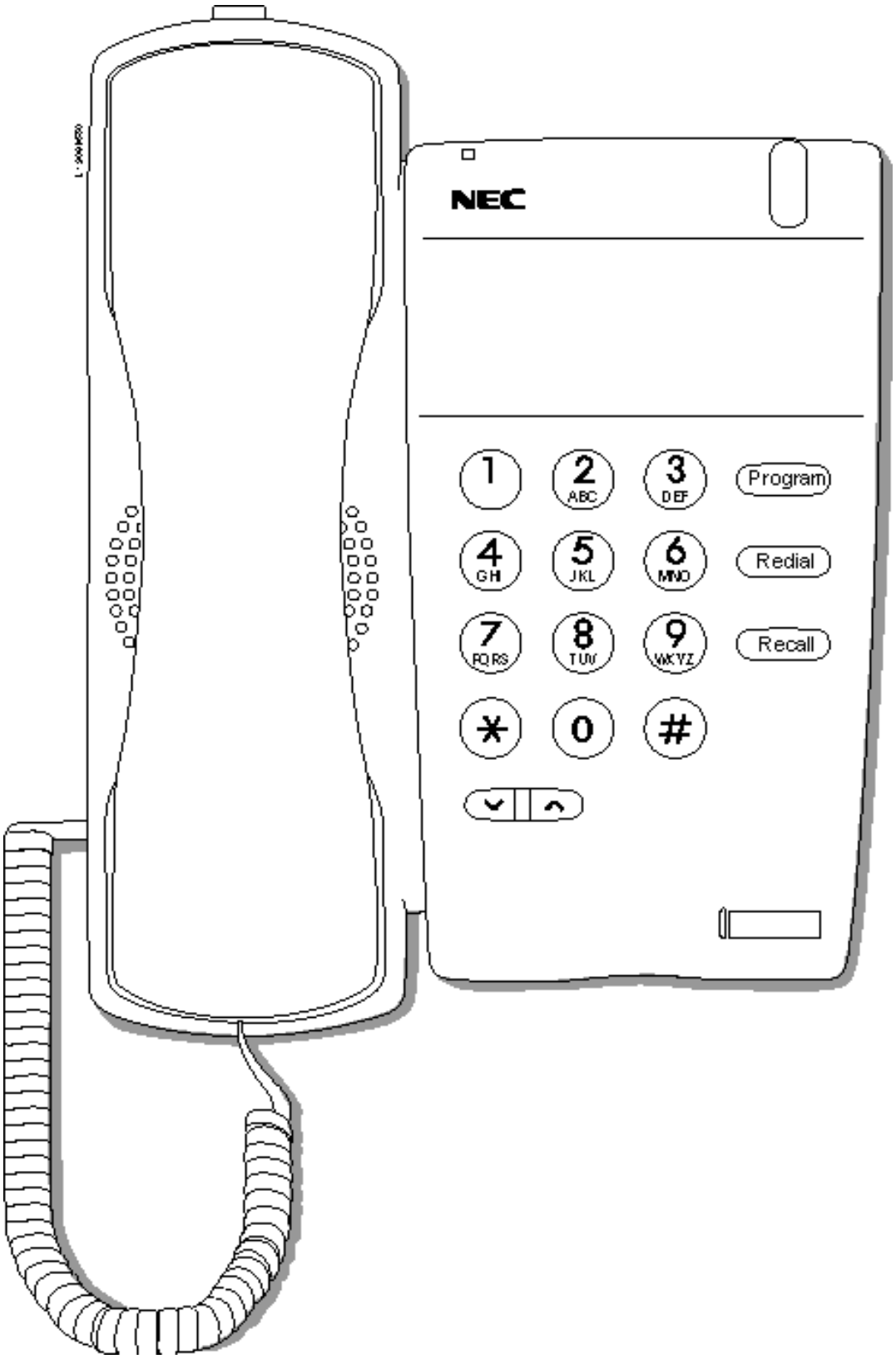
In order to facilitate separate disposal and environmentally sound recycling, NEC Philips has made arrangements for local recycling in all member states of the European Union. In case your electrical and electronic products need to be disposed of please refer to the contractual agreements that your company has made upon acquisition of these products.

For countries outside the European Union

Disposal of electrical and electronic products in countries outside the European Union should be done in line with local regulations. If no arrangement has been made with NEC Philips or your supplier, please contact the local authorities for further information.

Using Your Single Line Telephone

Due to the flexibility built into the system, your **Dialling Codes** and **Feature Capacities** may differ from those in this guide. Check with your System Administrator and make a note of any differences.



* An NEC Analogue Single Line Telephone is displayed here. This guide contains general analogue phone procedures. Refer to the user guide included with your specific analogue phone for details on additional key functions.

Placing Calls

Placing an Outside Call . . .

Dial codes for outside lines:

1. Lift handset.
   - *Listen for dial tone.*
2. WXY 9 + Outside number.

OR

2. TUV 8 OPER 0 GHI 4 + Line group number (1-9 or 001-200) + Outside number.

OR

2. TUV 8 OPER 0 JKL 5 + Line number (e.g., 005 for line 5) + Outside number.

Calling a Co-Worker, Paging and Voice Mail . . .

Dial using the Intercom:

1. Lift handset.
2. Dial co-worker's extension number.
   - *Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear two beeps, begin speaking. Dialling 1 changes voice/ring mode.*

OR

2. For Paging, dial TUV 8 OPER 0 1 + 0 for All Call or 1-64 for zones.

OR

2. For your mailbox,dial PRS 7 1 PRS 7

If your call doesn't go through . . .

Camp On and Callback

When you hear busy tone, use Camp On or Callback:

1. TUV 8 JKL 5 OPER 0 to ***Camp On*** (wait without hanging up).
   - *(Intercom calls) When you hear ringing, wait for the called party to answer.*
   - *(Outside calls) When you hear new dial tone, begin dialling your number.*

   OR

1. TUV 8 JKL 5 OPER 0 and hang up to leave a ***Callback***.
   - *Wait for the system to call you back.*
2. Lift handset when the system rings you back.
   - *(Intercom calls) Speak to co-worker.*
   - *(Outside calls) Begin dialling your number.*

To cancel your Callback:

1. Lift handset.
2. TUV 8 PRS 7 OPER 0 + Hang up.

Message Waiting (Direct Messaging)

Leave a Message Waiting when your co-worker doesn't answer:

1. Do not hang up + TUV 8 GHI 4 1
   - *Your co-worker's MW lamp flashes fast.*
   - *With Voice Mail, dial 717 to leave a message in your co-worker's mailbox.*

To answer a Message Waiting left for you:

1. Lift handset + TUV 8 GHI 4 1
   - *To cancel all your messages (those you left and those left for you), dial 873.*

Answering Calls

Answering Outside Calls . . .

Listen for two rings:

1. Lift handset to speak.

Answering Intercom Calls . . .

Listen for ringing:

1. Lift handset to speak.

Picking up calls not ringing your phone . . .

When a call is ringing a co-worker's phone within your group:

1. Lift handset.
2. TUV 8 MNO 6 PRS 7

To pick up a call at a specific co-worker's phone:

1. Lift handset.
2. PRS 7 1 JKL 5 + Co-worker's extension number.

Have a telephone meeting (Conference) . . .

Use Conference to have a telephone meeting:

1. Place or answer call + Recall + TUV 8 ABC 2 MNO 6
2. Place/answer next call + Recall + TUV 8 ABC 2 MNO 6
   - *You may have up to 32 callers. Your software determines if there is any restriction on the number of outside parties. Repeat this step to add more parties.*
3. After adding all parties, Recall twice to set up the Conference.

Handling Your Calls

Your call can wait at your phone . . .

Hold

Use Hold instead of leaving the handset off-hook:

1. Do not hang up + Recall + Do not hang up.
   - *This puts your call on Exclusive Hold. If you go on hook the held call will ring back.*
   - *To place the call on Group Hold (so only those in your Department can pick up the call), dial 832 after pressing Recall. You can go on hook.*

Easily retrieve a call from Hold:

1. Press Recall.
   - *To retrieve a call from Group Hold, dial 862 instead of pressing Recall.*

Transferring your calls . . .

Transfer

Send (Transfer) your call to a co-worker:

1. Do not hangup + Recall + Dial your co-worker's extension.
   - *To transfer the call to a co-worker's mailbox, dial the **Voice Mail master number** before their extension.*
2. (Optional) Announce the call when your co-worker answers.
3. Hang up to transfer the call through.

Park a call in orbit . . .

Park a call in orbit so a co-worker can pick it up:

1. Do not hang up.
   Park a call in a System Orbit
2. Recall + TUV 8 DEF 3 1 + Park Orbit.
   - *Park Orbits are 01-64.*
3. Page your co-worker to pick up the call.
   - *For **Paging**, dial 801 + 0 for All Call or 801 + 1-64 for zones.*
4. Hang up.

Or pick up a call a co-worker parked for you:

1. Lift handset.
   For a Call Parked in a System Orbit
2. TUV 8 MNO 6 1 + Park Orbit.
   - *Park Orbits are 01-64.*

   OR

   For a Call Parked in a Personal Park Orbit
   When Parked at a co-worker's phone . . .
2. PRS 7 1 JKL 5 + Announced extension number.

Forward your calls to a co-worker . . .

While at your desk, forward your calls to a co-worker or Voice Mail:

1. Lift handset + TUV 8 TUV 8 TUV 8
2. Dial Call Forwarding condition:
   1 = Personal Answering Machine Emulation (then skip to step 4)
   2 = Busy or not answered
   4 = Immediate
   6 = Not answered
   7 = Immediate with both ringing (not for Voice Mail)
   0 = Cancel
3. Dial destination extension or Voice Mail master number.
4. Dial Call Forwarding Type:
   2 = All calls
   3 = Outside calls only
   4 = Intercom calls only

   - *You will hear stutter dial tone when you next go off hook..*

Automatically redial calls . . .

Last Number Redial

Quickly redial your last outside call:

1. Lift handset + TUV 8 1 MNO 6
   - *The system selects an outside line.*

Save

Save your call for quick dialling later on:

1. While on a call, Recall + TUV 8 1 JKL 5.

Quickly redial your saved number:

1. Lift handset + TUV 8 1 JKL 5
   - *When redialing, the system selects an outside line for you. To clear a saved number: Lift handset + 885*

Quick Reference for Other Features

Do Not Disturb:	**847** + **1** to block your outside calls **2** to block Paging, Intercom calls, Call Forwards and transferred outside calls **3** to block all calls **4** to block Call Forwards **0** to cancel
Call Forward:	**848** + **1** + **Extension** for Immediate **842** + **1** + **Extension** for Dual Ring **843** + **1** + **Extension** for Busy **844** + **1** + **Extension** for Busy and No Answer **845** + **1** + **Extension** for No Answer **846** + **1** + **Extension** for Follow Me You can replace **Extension** with the Voice Mail master number to forward calls to your mail box.
Cancel a Call Forward:	**Code** + **0**
Common Cancel Code:	**720** to cancel all of the following features: Call Forward, Message Waiting, DND, Alarm Clock.

Tones you may hear . . .

One long tone and a voice while on a call:	A co-worker is sending you a Voice Over.
Error (fast busy) tone:	This means you made a mistake in placing a call or using a feature. Hang up and try again.
Stutter dial tone:	*When you lift the handset:* This indicates that you have a call forward set.

Quickly dial co-workers and outside calls . . .

Common and Group Abbreviated Dialling (Speed Dial)

To dial your stored Abbreviated Dialling numbers:

1. Lift handset.
2. TUV 8 1 DEF 3 + Bin (for Common).

OR

2. TUV 8 1 GHI 4 + Bin (for Group).

(You cannot store Common or Group Abbreviated Dialling numbers.)

Personal Abbreviated Dialling (Speed Dial)

To store your Personal Abbreviated Dialling numbers:

1. Lift handset + TUV 8 JKL 5 JKL 5
2. Bin (0-9) + Trunk access code + Number to store.
   - *Trunk access codes are 9, 805 + trunk number and 804 + trunk group number.*
   - *The total number of digits stored cannot exceed 24.*
3. Hang up.

To dial your stored Personal Abbreviated Dialling numbers:

1. Lift handset + PRS 7 MNO 6 1 + Bin (0-9)
   - *The stored number dials out.*

Personal Abbreviated Dialling Directory

To program: Lift handset + TUV 8 JKL 5 JKL 5 + Bin (0-9) + Trunk access code + Number to store + Hang up

To use: Lift handset + PRS 7 MNO 6 1 + Bin (0-9)

Bin	Access Code	Number
0		
1		
2		
3		
4		
5		
6		
7		
8		
9		

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